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THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY

Memorandum

To: File
From: August K. Preschle
Date: June 15, 1993
Subject: Fire Safety Survey

Copy To: T. Cancelliere, N. Chanfrau, R. DiChiara, A. Marcianno, E. Monteverde, L. Norcia, E. Piccinich, A. Reiss

As part of the effort to update the WTC's Emergency Response Procedures, I contacted a number of BOMA colleagues to determine their practices with regard to Floor Wardens, and Fire Drills. At Nelson Chanfrau's request, I also asked them about their experiences with Fire Department inspections of their properties. Attached is a copy of the form which I used as a guide while conducting the phone survey.

The companies and buildings contacted included the following:

New York Stock Exchange, Inc.
11 Wall Street*
240,300 sq. ft.

Olympia and York
Bldg. 5 (multi-tenant) and
Public Areas at the WFC
2,500,000 sq. ft.

Rockefeller Center Management Corp.
All Rockefeller Center Buildings
>10,000,000 sq. ft.

Silverstein Properties
120 Broadway
1,736,500 sq. ft.

Shearson Brothers, Inc.
Shearson Plaza*
388 Greenwhich Street
1,600,000 sq. ft.

Wm. A. White
AMA Building
130 West 50th Street
800,000 sq. ft.

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* denotes an owner occupied building which is primarily single tenanted.

None of the firms provide incentives of any kind to Floor Wardens, or Deputy Floor Wardens. Rockefeller Center runs Floor Warden training every two years and has a lottery drawing in each class for one home smoke detector as an incentive for attending the class.

All firms except Rockefeller Center require Floor Wardens to sign in every day in the Lobby.

All firms reported getting good cooperation from tenants on semi-annual fire drills. A few managers admitted some problems with law firms, brokerage houses, and multi-tenant floors. The Stock Exchange attempts to rotate these kinds of "essential persons" through successive drills, so that everyone is trained. All firms use the art of persuasion with recalcitrant firms. One firm brings a lawyer and the lease along on a tenant visit as a last resort, and one firm asked the Fire Department to have a chat with one troublesome tenant. All firms make a good faith effort, and no one was aware of a building or tenant having been issues a violation for lack of participation in

drills.

The Stock Exchange does "unannounced" fire drills on the main trading floor twice a year at the end of the trading day.

Everyone's experiences were about the same in terms of Fire Department inspections. Two kinds of inspections were described. The High Rise unit visits each building about once a year; unannounced. Typically, the Inspector asks to see the Fire Safety Director in the Lobby; sometimes activates a pull-box to test the alarm; picks a few floors at random and asks for the Floor Wardens; asks about the last fire drill; tests the standpipe phone; looks at Exit lights, hose racks, and extinguishers; and reviews inspection certificates on proprietary fire protection systems. They may also ask to see Engineers licenses, 5 year hydro test reports, sprinkler and smoke detector test logs, and elevator Firemen's Service test logs.

Violation notices are issued along the way and the more aggressive managers have deficiencies corrected by house staff and the violation cleared before the Inspector leaves the premises. Also, some Electrical Firms are licensed to certify that violations have been cleared. Court appearance is required on any open violations after 30 days. Inspections last 2 to 3 hours and the firm is billed at a rate of $210 per hour. A few inspections have run up to $2,500 in the larger buildings.

In the second form of inspection, the Fire Department is on the property for another reason such as a false alarm, or an On-Site test of a new Fire Safety Director. Violation notices may be issued along the way, depending on the individual Inspector.

Two managers reported having a problem with "an unreasonable" Inspector. The issues were resolved in Court to their satisfaction, but at some expense. They went on to say that the particular Inspector was subsequently transferred or retired.

All firms emphasized the importance of maintaining a positive relationship with the Fire Department. Some firms schedule familiarization tours for new firemen or chiefs. One firm recommended active involvement in the Fire Safety Directors Association.

Those on the copy line should feel free to call me on 3354 if you have any questions on this material. Meanwhile, I'll discuss it with the Emergency Procedures Working Group as we finalize the WTC's procedures.

A K. Preschle

August K. Preschle
Program Manager

BOMA FIRE SAFETY SURVEY

Person Surveyed _____ Phone _____

Company _____

1) What methods are used to sign up Floor Wardens (incentive like cash or gifts, fines or fees from landlord or fire department for non-compliance?)

2) What methods are used to get tenant's full cooperation and participation during semi-annual fire drills? (What role, if any, did the Fire Department play).

3) Has the Fire Department issued any Violation Notices to the building or tenant for deficiencies in Warden appointments, fire drill completion, posting of wardens, absence of Fire Safety Director?

4) a) With what frequency and level of detail does the Fire Department inspect your facilities?

b) Typical bill for inspections? _____

5) How are conflicts or disagreement on violation notices resolved?

Caller _____